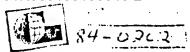
R	OUTIN	G AND	RECOR	D SHEET
SUBJECT: (Optional)				
FY 198 6 Standard Support Re	quiremen	nts		
			EXTENSION	NO. STA
Information and Management Support Staff OL			OL 4021-84 DATE 2 5 JAN 1984 S	
TO: (Officer designation, room number, and building)	D	DATE		COMMENTS (Number each comment to show from whom
	RECEIVED	FORWARDED	INITIALS	to whom. Draw a line across column after each comment.)
1.				
CLB&F				The attached from the EO/DDA is self-explanatory. We request
^{2.} C/SS				you:
3. C/P&TS				(1) Review the DA 1985 Program Standard Support Requirement docu- ment to ensure it remains realistic
4. C/PMS				(2) Provide this staff with changes, to include those requested
5. C/LSD				in paragraph 3, so we can consolidate and submit a single response for the entire office. Your response
6. C/P&PD				by COB, 7 February 1984, would be appreciated. Please call straight from have any questions.
7. C/PD				
8. C/RECD				
9. C/SD				
10.		*		
11.			,	
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS

Sanitized Copy Approved for Release 2010/11/12: CIA-RDP87-00031R000100100010-2 ROUTING AND TRANSMITTAL SLIP (Name, office symbol, room number, building, Agency/Post) Initia Note and Return File Action Per Conversation For Clearance Approval Prepare Reply For Correction As Requested See Me For Your Information Circulate Signature Investigate Comment Justify Coordination REMARKS DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions Room No .- Bidg. FROM: (Name, org. symbol, Agency/Post) Phone No. OPTIONAL FORM 41 (Rev. 7-76) 5041-102

★ GPO : 1981 O - 361-529 (148)

Prescribed by GSA FPMR (41 CFR) 101-11.206



19 JAN 1984

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MEMORANDUM FOR:	Director of Communications Director of Data Processing				
	Director of Finance				
	Director of Information Services				
•	Director of Logistics				
	Director of Medical Services				
	Director of Personnel				
	Director of Security				
	Director of Training and Education				
•					
FROM:					
	Executive Officer to the DDA				
SUBJECT:	FY 1936 Standard Support Requirements				
REFERENCE:	DA 1935 Program Standard Support Requirements				
	•				
concept of apply Agency initiative the third year of the formulas concept has been external, justifialways be subject office review the	been advised by the Office of the Comptroller that the ying Standard Support Requirements (SSRs) to all new wes will be used again in FY 1986. While this will be of utilizing the SSRs, we feel some minor adjustments and/or factors are required. Although the basic in accepted by all of our reviewers, both internal and fication of the amounts of requested resources will get to scrutiny. We, therefore, request that each meir methodology and resource needs with the thought of astify the SSRs to various reviewers.				
2. To simp	lify this process, we request that you make a copy of				
the applicable	pages of the 1985 Program SSR booklet and make only				
"pen and ink" ch	nanges. Any substantial changes should be typed with a				
footnote commen	t providing the justification for the change. This				
also includes large revisions in resource requests. The DDA/MS will					
revise the person	onnel service amounts if appropriate.				
· 3. During	the SSR process in FY 85, it was found that most new				
initiatives failed to provide clear information about the number of					
additional contracts that they would produce. Consequently, this					
section of the l	booklet was not applied. Therefore, the contractual				
services section	1 22 25 of material by the military to the				
* A G G I W G G G G G G G G G G G G G G G G	n (see pages 23-25 of reference) must be revised to tie				
	to substantial increases in contractual service funds				

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in manpower in FY 1936. We, therefore, caution each office to pay

4. We feel that the Agency cannot expect further large increases

particular attention to those other nonpersonnel-related factors that would provide you needed resources to continue the same services if additional nonpersonnel funds were received in other components initiatives. As an example, more external research may not result in an increase of personnel, but could increase the processing and paying of more invoices.				
5. We expect relatively few changes this year to the SSR booklet and hope that in future years, only the resources requested and not the methodology will change. Please forward your revisions as soon as completed, so that we can start on various parts of the SSR booklet, but not later than 10 February 1984. If you have any questions or need further guidance, please contact				
green) for assistance.				

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SECRET

DIRECTORATE OF ADMINISTRATION 1985 PROGRAM

STANDARD SUPPORT REQUIREMENTS

SECRET

